

CONNECTICUT DEPARTMENT OF CORRECTION JOB OPPORTUNITY

Messenger and Supply Clerks

Please follow the specific application filling instructions at the bottom of this page!

Open To: The Public
Location: Central Office, Wethersfield, CT
Hours: 40 Hours per week, 1st Shift, Monday - Friday
Salary: CL-07, \$30,635.00
Closing Date: May 21, 2013

Example of Duties: Opens, time stamps, sorts, and distributes mail, forms, and other material; assists in an office supplies storeroom; prepares requisitions for office supplies; delivers packages and runs errands within and outside the Department such as Post Office and central supplies warehouse; may make bank deposits and obtain deposit slips; may operate an address labeler, copy machine, and other office equipment; may assist in making minor emergency repairs to office equipment; may perform basic clerical duties; performs related duties as required.

Minimum Qualifications: Basic interpersonal skills; ability to operate folding, sealing, addressing, stamping, and other related office machines; ability to follow written and oral instructions.

Experience and Training: Any experience and training which would be expected to provide the knowledge, skill, and abilities outlined above.

Special Requirement: Extensive, daily driving of state vehicle is required in this position. Incumbents in this class shall possess and retain a valid, unrestricted driver's license. Candidates must possess the physical stamina and ability to spend full days in a vehicle and to navigate state highways and surface roads in all types of weather.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements should submit a cover letter, resume, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf

Cathy Downey, Human Resources Specialist
Department of Correction
Recruitment Office
24 Wolcott Hill Road
Wethersfield, CT 06109
Fax: (860) 692-7615

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

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